

# Contract User Guide for GRO36

## GRO36: Dairy Products

UPDATED: March 29, 2018

<b>Contract #:</b>	GRO36
<b>MMARS MA #:</b>	GRO36*
<b>Initial Contract Term:</b>	April 1, 2018 – March 31, 2019
<b>Maximum End Date:</b>	Four (4)- One (1) year extensions through March 31, 2023
<b>Current Contract Term:</b>	April 1, 2018-March 31, 2019
<b>Contract Manager:</b>	Betty Fernandez - 617-720-3133 <a href="mailto:Betty.Fernandez@state.ma.us">Betty.Fernandez@state.ma.us</a>
<b>This Contract Contains:</b>	Environmentally Preferable Products (EPP) Equipment, Supplier Diversity Program and Prompt Pay Discount
<b>UNSPSC Codes:</b>	50 13 00 Dairy Products & Eggs

\*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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### Contract Summary

This is a Statewide Contract for dairy products. This statewide contract provides various selections of Dairy Products which includes the following products in various size cartons, containers, bottles, etc. and various flavors: milk, juices, yogurts, cream cheese and ice cream, etc. The Market Basket structure of this contract award allows users to purchase items from the market basket lists as well as from the Contractors' additional list of catalog items that may be requested directly from the contractors.

Dairy products not identified in the available market basket contract award list may also be purchased from the Contractors as long as the products fall under the scope/description of the Dairy Products Statewide Contract.

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## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally (Organic Dairy Products) preferable products.

The statewide contract provides a market basket list of the most commonly used dairy products with available pricing. The benefits and potential cost savings are as follows:

- The identified Dairy Products have fixed pricing for the contract duration, with and without Equipment.
- Pricing remains firm through March 31, 2019, which allows users to order and plan menus accordingly at a fixed price for the contract period.
- Competitive Pricing – The Strategic Sourcing Services Team (SSST) has awarded the contract to Garelick Farms and Rosev Dairy Foods who provided the most competitive pricing for dairy products.

## Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](http://COMMBUYS.com) and search for GRO36 to find related Master Blanket Purchase Order (MBPO) information.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

### Eligible Entities

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing, Quote and Purchase Options

### Purchase Options

Purchases made through this contract will be direct, outright purchases

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## Pricing Options

A market basket price sheet is available for each vendor on COMMBUYS website <https://www.commbuys.com/bsc/> please refer to instructions below for how to obtain the contract information in COMMBUYS.

The attached vendor "Price List" identifies two columns, the Department of Corrections pricing is listed in the first column and all other user entities pricing are listed in the second column. The pricing columns will show pricing with and without equipment. Contract users should refer to the "Contractor Information" listed below to obtain additional added value discounts.

## Product/Service Pricing and Finding Vendor Price Files

This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.

There are two (2) vendors on this contract and each vendor has been assigned a unique Master Blanket Purchase Order (PO). Vendor(s) prices are located with each line item identified with the Master Blanket Purchase Order.

If full statewide contracts details are required please refer to GRO36 files listed under the Master Contract Record [PO-18-1080-OSD03-SRC01-13083](#) link. This link provides the entire detailed information as it relates to the statewide contract RFR, award information and specifications.

## Setting up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us).

*Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.*

When contacting a vendor on statewide contract, always reference GRO36 to receive contract pricing.

## Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

## How to Purchase From the Contract

User departments should do a cost comparison with the two (2) listed Contractors to determine which Contractor is providing the lowest price and the best value for the products being purchased. Once users have determined which Contractor is providing the lowest price and the best value the user department may place their order with that Contractor. The customer service numbers are listed below and the customer service hours are identified for both Contractors. For problems which are not resolved through customer service, contract users should contact the Account

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Manager, at the number listed below. Contract users may request a Buyer's Guide to assist in ordering directly from the Contractors. There is no minimum order for dairy products for either Contractor.

- **Directly purchase fixed price items through COMMBUYS**

This contract allows buyers to find and quickly purchase specific products/services with pricing within COMMBUYS. In other words, it allows you to create a Release Requisition in COMMBUYS, submit the requisition for approval, and send the vendor a Release Purchase Order.

- **How to place an order**

Once a price has been obtained and selected the ordering process is as follows:

- Initiate a new requisition
- Search for an item (Use GRO36) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter quantity of line item
- Enter the total price
- Add additional items if needed as required
- Submit for approval

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage and select:

- The *COMMBUYS Requisitions* section, and choose the *How to Create a Release Requisition and Purchase Order (Contract Purchase)* job aid.

## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Shipping/Delivery/Returns

Orders will be processed, confirmed and delivered based on established delivery schedules. The ordering location will define delivery requirements and will establish a mutually agreed upon delivery schedule with Contractors. The Contractor(s) must make delivery of items as requested by the ordering facility. The Contractor(s) must call the facility to schedule a delivery. Any change in the specified delivery schedule requires approval by the ordering facility. The ordering location will determine delivery time and date. Locations may establish weekly, semi-weekly or daily scheduled deliveries. Locations may also schedule individual deliveries when placing the order. Any items not delivered on schedule may be canceled at no cost to the Commonwealth. If the ordering facility must purchase non-delivered items from another source, the contractor must cover any additional costs incurred by the facility for these items.

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The Contractor must place dairy products in the delivery location coolers immediately upon delivery. Any spoilage due to non-compliance with this requirement will be returned at the Contractor's expense. Delivery staff must rotate products in the delivery location's freezer upon making a new delivery. Departments are not required to accept any product that is visibly damaged, dented, squeezed or torn. The contractor must replace any item received in unacceptable condition at no cost to the ordering facility.

**Delivery Requirement for the Department of Correction** – The Contractor(s) must meet all Department of Correction security requirements applicable to each facility. Requirements may include, but are not limited to: inspection and search of all delivery vehicles including driver; cab and all contents thereof; locking gas or fuel caps, all drivers must pass a CORI background check no split load deliveries where required; strict delivery time requirements and any other security requirements as deemed necessary by the department or institution. Contractors may be asked to deliver products outside the established delivery schedule to respond to emergency situation.

## Additional Information/FAQs

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.
- **Volume Purchase Discounts (VPD) and Dock Delivery Discount (DDD):** is an additional discount offer provided to buyer if a certain volume of product or one stop delivery is identified for the purchased; please see [Vendor List and Information](#).

### If the Needed Product Can Not be Found

If a product cannot be found in, price sheet it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the product meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Lead to inquire whether the product may be purchased.

# Contract User Guide for GRO36

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## Strategic Sourcing Team Members

Stephen Burnett	Dept. of Correction
Christopher Gendreau	Dept. of Correction

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## Vendor List and Information\*

Vendor	Master Blanket Purchase Order #	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Discounts Prompt Pay Discount (PPD)
Garelick Farms, LLC	<a href="#">PO-18-1080-OSD01-OSD10-12962</a>	VC6000249774 Vendor Line 1	Liz Connolly	800-487-8700 x 219	<a href="mailto:liz_connolly@deanfoods.com">liz_connolly@deanfoods.com</a>	<b>PPD:</b> .25% - 10 days  <b>Volume Purchase Discount (VPD):</b> 2% discount offer on accounts with an average delivery of at least 200 cases qualify  <b>Dock Delivery Discount (DDD)</b> - 2% discount if a one stop drop at dock is consistent for an account.
Rosev Dairy Foods, Inc	<a href="#">PO-18-1080-OSD01-OSD10-12963</a>	VC6000168462- Vendor Line 2	Stephen Jamgochian	617-896-6868	<a href="mailto:sjamgochian@rosevdairy.com">sjamgochian@rosevdairy.com</a>	<b>PPD:</b> 1%-10 days, .75% 15 days, .50%-20 days

\*Note that COMMBUYS is the official system of record for vendor contact information.

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